

- Ballot Preparation
- Absentee Voting
- Precincts and Election Boards
- Election Schools = good Election Days
- Counting, Canvassing and Recounting
- Campaign Finance
- Recalls
- Special Elections
- Electronic Pollbooks and Voting Centers
- Secretary of State Systems
- Legislation

















Ballot Preparation







BALLOT PREPARATION



- Types of ballots:
 - Paper Ballots make your own or professionally printed.
 - Automated Tabulating System Ballots (optical scan).
- Candidate order:
 - Schools draw by lot.

(SDCL 13-7-13)

Municipalities – draw by lot.

(SDCL 9-13-21)

- Spell names as they exactly appear on the petition.
- Do not include titles or political party affiliation.











BALLOT FORM:

- Municipality (ARSD 5:02:06:12)
- School (ARSD 5:02:06:15)
- Special Election (ARSD 5:02:06)
- If a combined election:
 - One of the ballots will be white.
 - Contrasting colors for the other ballots.
- Indicate type of position being voted for and length of term.
- Neat and not confusing!















PROOFREAD!





OFFICIAL MUNICIPAL ELECTION BALLOT, SOUTH DAKOTA (Election Date)	
To vote use a cross (X) or check mark (\checkmark) in the square in front on name. DO NOT cast more votes than are allowed in each race.	f the
For Mayor, you may vote for <u>one</u> or leave it blank.	3
□ John Doe □ Richard Roe	
For (City Commission, Alderman, Trustee), year term, you vote for up to or leave it blank	may
□ John Doe □ Richard Roe □ John Smith	
For (City Commission, Alderman, Trustee), year term, yo vote for one or leave it blank.	No.
□ John Doe	"
□ Richard Roe □ John Smith	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\

OFFICIAL SCHOOL BOARD ELECTION BALLOT	
SCHOOL DISTRICT NO, SOUTH DAKOTA	
(Election Date)	**
To vote use a cross (X) or check mark (\checkmark) in the square in front of the name. DO NOT cast more votes than are allowed in each race.	e *
For School Board Member year term, you may vote for up to or leave it blank.	
□ John Doe	¥4
□ Richard Roe	X.
□ John Smith	





OFFICIAL MUNICIPAL ELECTION BALLOT . SOUTH DAKOTA



(Election Date)

The following (initiated measure or referred ordinance or referred resolution) was proposed by petition for submission to the voters. This (initiated measure or referred ordinance or referred resolution) will not become effective unless approved by majority vote.

Title: (HERE LIST TITLE OF INITIATIVE OR REFERENDUM TO BE VOTED ON)

City Attorney Explanation: (HERE LIST CITY ATTORNEY'S EXPLANATION)

To vote use a cross (X) or check mark ($\sqrt{}$) in the square in front of "Yes" or "No."

☐ Yes A vote "Yes" will (change city ordinance) (adopt the ordinance) (adopt the resolution).

□ No A vote "No" will (leave the city ordinance as it is) (not adopt the ordinance) (not adopt the resolution).



5:02:06:01.02. Optical scan ballot instructions

The instructions to voters found on optical scan ballots shall be enclosed in a box and placed at the top of the first column and at the beginning of the portion containing other candidates and the portion containing ballot questions. The instructions for all elections must be in either of the following forms:

- 3. To vote for a person FILL IN (Bold) the oval (●) next to the hame.
- 4. To vote on a ballot question FILL IN (Bold) the oval (●) next to "yes" or "no".
- 5. Use only a pencil or pen.
- 6. If you make a mistake, give the ballot back and get a new one
- 7. DO NOT (Bold) cast more votes than are allowed in each race.

Printers note: Subdivisions 5 and 6 shall be included in the first instruction box only. For subdivision 5, specify "pencil or pen", "pencil" or "pen" as appropriate for your system. If the ballot has columns, the words "Go to the top of next column" shall be printed on the bottom of any column preceding each column to be voted. If the ballot has races on the back side, the words "Turn page" shall be printed on the lower right corner.





Questions?













Absentee Voting







ABSENTEE VOTING



- Any registered voter may vote by absentee ballot. Voters do not need to provide a reason in order to absentee vote.
- Absentee ballots must be made available no later than fifteen days prior to the election. If you combine with a Primary or General Election, the ballots must be available 48 days prior to the election.

(SDCL 9-13-21 and 13-17-13)













- Prescribed form (ARSD 5:02:10:01) can be found on www.sdsos.gov.
- Federal Post Card Application (FPCA).
- Letter.
- Must be signed and complete.
- Check registration list before sending.









APPLICATION FOR ABSENTEE BALLOT	COUNTY, SOUTH DAKOTA
You may apply for an absentee ballot before 3:00 p.m. on Election Day conducted by your county in this calendar year with one request. Howe municipal elections and another for school elections. Additional inform www.sdoss.gov.	ever, you must make a separate request for
Check the election(s) for which you are requesting an absentee ballot:	
Primary If you are registered as an independent and are reque ballots. Please check one of the following: Non-Po	sting a primary ballot, you may have a choice of
General Municipal School Special If any other election is conducted by this jurisdiction (specify jurisdiction)	_ ,
I request an absentee ballot for that election.	
If request is for a municipal or school election: I have lived in that jurisdiction at least 30 days in the last year. Yes I am a full-time postsecondary student who resided in that jurisdiction education. Yes No I am on active duty military and my home of record is in that jurisdictio	immediately prior to leaving for postsecondary
Are you in the Military or Uniformed Services, a Spouse or Dependent	of the same, or an Overseas Citizen? Yes _ No _
Are you currently living in the United States? Yes \(\subseteq No \subseteq \)	
My printed name as it appears on the voter registration list is:	
My voter registration residence address is: Address	City
Mail my ballot to the following address Street Address or PO Box	•
Daytime phone number:	
NOTE: The voter's signature must be witnessed by a notary public or signature is not witnessed, this application must be accompanied by a the United States, these requirements do not apply.	
An acceptable ID is: • A South Dakota driver's license or non-driver II the United States government • A tribal photo ID • A current stude or postsecondary education institution	
I hereby verify that I am the person named above and these statements made by me on this application are true and correct.	
Sworn to before me this day of , 20	Voter Signature
(Seal)	Signature of Officer Administering Oath
My Commission Expires	Title of Officer Administering Oath
	, and an eliment of the state o
AUTHORIZED MESSENGER REQUEST ONLY: I authorize to serve as my author further certify under penalty of law that I am confined because of sickney unable to vote at my polling place on Election Day.	rized messenger to pick up my absentee ballot. I ess or disability and for this reason alone am
	Signature of voter
THE AUTHORIZED MESSENGER MUST COMPLETE THE FOLLOW Name: Phone:	
Address: Are you serving as an authorized messenger for any other voter? Yes	□ No□
I acknowledge receipt of the ballot for the above named voter on	at m. Date Time
Date Ballot Returned: Form Revised 7/1/2010 – 5:02:10:01	Signature of Authorized Messenger













FPCA

Federal Post Card Application

REGISTRATION AND ABSENTEE I	BALLOT REQU	EST - FEDER	RAL POST	CARD API	PLICATION	(FPCA)	Ī
I. I REQUEST ABSENTEE BALLOTS FOR ALL ELI	ECTIONS IN WHIC	HIAM ELIGIBLE	E TO VOTE A	NDIAM (Mar	rk anly ane):		
(a) A MEMBER OF THE UNIFORMED SERVICES OR	MERCHANT MARINE	ON ACTIVE DUTY	Y, OR AN ELIGI	BLE SPOUSE (OR DEPENDEN	т	
(b) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TE	MPORARILY						
(c) A U.S CITIZEN RESIDING OUTSIDE THE U.S. INC	DEFINITELY						
2. MY INFORMATION (Required)							_
. TYPED OR PRINTED NAME (Last, First, Middle)			SUFFIX (Jr., Sr., III. etc.)	b. PREVIOUS	NAME (If applic	rable)	Ī
			,-,,				
. SEX d. RACE e. DATE OF BIRTH	f. SOCIAL SECURITY	NUMBER	g. STATE DR	IVER'S LICENS	E OR I.D. NUM	BER	_
M F (AMADDYYYY)	_	_	1				
. TELEPHONE NUMBER (No DSN number; include all inter	national prefixes)	I. FAX NUMBER	(No DSN numb	er, include all in	ternational prefix	res)	_
EMAIL ADDRESS							-
S. MY VOTING RESIDENCE ADDRESS (Required)	(Military, use legal resi	idence. Overseas o	iltizens, use las	t legal residence	in U.S.)		-
. NUMBER AND STREET (Cannot be a P.O. Box)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		,				
. CITY, TOWN OR VILLAGE	c. COUNT	TY .		d. STATE	e. ZIP CODE		-
	FOR ALL ELECTIONS IN WHICH I AM ELKGIBLE TO VOTE AND I AM (Mark only one): DETHE U.S. TEMPORARILY DETHE U.S. INDEFINITELY Model: SUFFIX (M., obt.)						
I. WHERE TO SEND MY VOTING MATERIALS							_
. MY CURRENT ADDRESS (Where I live now) (Required)		b. MY FORWARD	DING ADDRESS	NOTE: Comp	lete 4b. only If y	ou do not want your	_
		ballot mailed to	the address in	Block 4a.)			
	BOUTSIDE THE U.S. INDEFINITELY BOT STATE OF BIRTH ACCOUNTY I. FAX NUMBER (No DEN number; Include all International prefixes) I. FAX NUMBER (No DEN number; Include all International prefixes) I. FAX NUMBER (No DEN number; Include all International prefixes) II. FAX NUMBER (No DEN number; Include all International prefixes) DDRESS (Required) (Antrary, use legal residence. Overseas citizens, use last legal residence in U.S.) A STATE (e. 2IP CODE ING MATERIALS III. III. III. III. III. III. III. II						
. I PREFER TO RECEIVE MY ABŞENTEE BALLOT, AŞ PE	RMITTED BY MY STA	TE, BY: M	IAIL	FAX		EMAIL	
	but may be require	d by states to					-
register to vote in primary elections): ADDITIONAL INFORMATION (Designate the perior	nd for which you wa	nt to receive halk	ots - see Instri	uctions for Blo	ck fil naragran	h (3)	_
Consult the Voting Assistance Guide for other spec	iffic state instruction	S.)	out occurden	and the late	an at boundlide	(~/·	
7. AFFIRMATION (Required)							
swear or affirm, under penalty of perjury, that: 1. Lam a member of the Uniformed Services or me	archant marine on a	rttve duty or an e	ilalbia spousa	or denenden	f of such a me	mher or a LLS	
citizen temporarily residing outside the U.S., or o	other U.S. citizen re	siding outside the	e Ü.S., and	•			
 I am a U.S. citizen, at least 18 years of age (or v I have not been convicted of a felony or other di 	will be by the day of squalifying offense	the election), elig or been adjudicat	gible to vote in led mentally in	the requeste	d jurisdiction, a r if so, my voti	and no rights have	
been reinstated, and	4 40 4 41	•			,,		
		iction in the U.S., ent. and	, and				
The information on this form is true and complet	te to the best of my	knowledge.					
understand that a material misstatement of fact in co	mpletion of this doc	ument may const	ttute grounds	for conviction	of perjury.		
Signed: Date:	дирожного		enthining and i	ddame /V		AMARONOSOS	
The Information contained herein is for official use only							
				-	-		



MAIL-IN ABSENTEE VOTING



• This process is used for any voter who wants to vote absentee through the mail.



- Application process:
 - Check voter registration list.
 - Is the application signed and completed?
 - Is the application notarized, or signed by an official authorized to administer oaths, or accompanied by a copy of a photo ID? This step may be waived for UOCAVA voters.
- Send the voter the correct ballot, instructions (ARSD 5:02:10:04), and return envelope (ARSD 5:02:10:05).
- Update absentee voter log.







IN-OFFICE ABSENTEE VOTING



• You will use this process for all voters who want to vote absentee in your office or in-person at another location.



- Application process:
 - Check the voter registration list.
 - Have voter fill out combined absentee ballot application/envelope.
 - Voter must show photo ID or complete personal identification affidavit.
 - Give the voter the correct ballot.
 - Update absentee voter log.









OTHER ABSENTEE PROVISIONS



- Application must be received by 3:00 p.m. on Election Day.
- Can designate application for all elections per calendar year.
- Power of Attorney does not apply.
- If an absentee voter dies before Election Day, the ballot is not processed.
- Inactive voters must complete new registration form.











ABSENTEE BALLOT LOG



- ARSD 5:02:10:06
- The official record of absentee ballots delivered to voters shall be in a computer file linked to the master voter registration file and contain the following information:
- S A
 - Date of election and party designation if primary ballot;
 - Name of applicant;
 - Current mailing address of applicant;
 - Voting precinct;
 - Regular or UOCAVA voter;
 - Date mailed to applicant, given to authorized messenger, or voted in office;
 - Name of authorized messenger;
 - Date returned;
 - Date application received;
 - Email address if electronic transmission requested by UOCAVA voter;
 - Voter registration address.









AUTHORIZED MESSENGER

- Who can use an authorized messenger?
 - A qualified voter who is confined because of sickness or disability.
- Work is not considered confinement.
- Voter designates on the application someone to bring them a ballot.
- You as an election official can take a ballot out to someone.
- Employers must allow two hours to vote if the voter doesn't have two consecutive non-work hours.











AUTHORIZED MESSENGER



• No person who is a candidate for any elective office, except for political party offices described in 12-5-2 or county auditor or such deputy, at the election for which the ballot or ballots are to be voted, may serve as an authorized messenger.



(SDCL 12-19-7.1)



No authorized messenger may, in the presence of the voter at or before the time of voting, display campaign posters, signs or other campaign materials or by any like means solicit any votes for or against any person, political party or position on a question submitted. A violation of this section is a Class 2 misdemeanor.

当人作

(SDCL 12-19-7.2)







Questions?













Precincts and Election Boards







<u>MUNICIPAL</u>





- SDCL 9-13-16
- Each ward is a precinct; need not be the same as for county elections.
- If precinct had over 500 voters at last election, then you may split into two precincts.
- If you have 2 contiguous wards with less than 350 voters, then you may combine.









MUNICIPAL





- SDCL 9-13-36
- If all wards use the same polling place, they may use one board.
- If all wards are voting on an identical ballot, then a single ballot box and pollbook may be used.









SCHOOL

- SDCL 13-7-11
- Precincts and polling places are determined by school board, need not be the same as county elections.
- SDCL 12-14-1.1
- Must notify county auditor of precinct changes at least 30 days before election.











ELECTION BOARDS



- SDCL 9-13-16.1 and 13-7-12
 - Chosen by governing body.
 - Superintendent and two precinct deputies.
 - Choose election board members whom you trust and who will do a good job. If possible, use board members who work for other elections and are experienced.
- SDCL 12-15-2
 - Must be a registered voter and resident of precinct.
- SDCL 12-15-14.3
 - May not be related within the second degree to a candidate on the ballot.
- SDCL 12-15-2.1
 - Election board members may not be poll watchers.











Questions?













Counting, Canvassing and Recounting









PROVISIONAL BALLOTS



 Provisional ballots ARE NOT opened or counted on election night.

- If your ballots are counted at the polling place, all the provisional ballot envelopes must be placed unopened in the Provisional and Uncounted Absentee Ballot Return Envelope (ARSD 5:02:16:44) to be returned to you. Keep them secure!



• The day after the election you must "diligently investigate" to determine if the voter was legally entitled to cast a ballot in that precinct.







PROVISIONAL BALLOTS



- Use the information provided by the voter on the affirmation to begin your investigation. You may want to ask the county auditor to assist you with this determination.
- Which ballots should be counted.
 - Registered in that precinct by deadline.
 - Identity verified.
 - Not been removed from the voter list.
 - Resident.
- If you determine that there are provisional ballots which must be counted, a provisional ballot counting board is appointed.









PROVISIONAL BALLOTS



- Provisional ballot counting board meets one hour prior to the official canvass.
- Provisional ballot counting board shall count the provisional ballots which you have certified as countable. The board will complete a Certification of Provisional Ballot Count (ARSD 5:02:17:13).
- Your canvassing board will add the tally from this certification to the tallies from the pollbooks.







PROVISIONAL BALLOT NOTIFICATION



• Within ten days after the official canvass, you must send each provisional voter a Notice of Provisional Ballot Determination. (ARSD 5:02:05:24)



• The notice sent to the mailing address of a person who has cast a provisional ballot shall contain:

- Voter's name;
- Voter's mailing address;
- Election at which the ballot was cast;
- Whether the ballot was counted;
- If the ballot was not counted, the reason why it was not counted; and
- A telephone number for further information.







- Conducted by the governing body.
- Schools:
 - At the next board meeting.
 - Certify results to the county auditor.
- Municipalities:
 - Within seven days of election.















BOARD OF CANVASSERS



• The duties of the official board of canvassers for a local jurisdiction are as follows:



- Open the returns from each precinct which are found in each poll book;
- Satisfy itself that the returns are genuine and not forged;
- Tabulate the returns from the precincts and the certification of provisional ballot count;
- Declare the result; and
- Make an abstract of the results of the votes cast for each of the candidates and each of the issues. The abstract must be signed and certified by the canvassers under the seal of the business manager or finance officer of the local jurisdiction.





		Date of Type of Jurisc	OFFICIA Election: Election: diction:									\Rightarrow
OFFICE OR QUESTION												y 7
Names of Candidates or "Yes" and "No"												¥
Precincts											25.3	A K
Precinct 1						246					200	K
Precinct 2												X F
Precinct 3		7.0									Sing.	
Precinct 4	4 45 3 4					8.5						- (X)
Precinct 5	40.22											
Precinct 6 Totals		# 6 m		200								NY
COUNTY OWe, (list nathe governing the don the true abstrate at the elect	OF nmes) , ap ing board ct of the v	ppointed in the juday of _ votes ca) SS) as the B urisdiction st in the j	n of , 19 jurisdic	tion of	for , here	the by cer	tify that	the fo	_ elec regoin	tion g is a	
Sworn to be	efore me											*
		Per	son in Cl	harge o	of the E	Election	n					Y







- Purpose:
 - Used to recount the results for a specific school board candidate's race.
- Deadline:
 - Within five days after official canvass for that office.
- Who petitions:
 - A tied or losing candidate.
- Required when:
 - Tied or defeated by a margin not exceeding two percent.
- Petition:
 - ARSD 5:02:19:05
- File with:
 - School business manager.









MUNICIPAL CANDIDATE RECOUNTS SDCL 9-13-27.2 and 27.3



- Purpose:
 - Used to recount the results for a specific municipal candidate's race.



- Deadline:
 - Within five days after official canvass for that office.
- Who petitions:
 - A tied or losing candidate.
- Required when:
 - Tied, defeated by five votes or less or defeated by a margin not exceeding two percent.
- Petition:
 - ARSD 5:02:19:05
- File with:
 - Municipal finance officer.









MUNICIPAL BQ RECOUNTS SDCL 9-13-27.4



- Purpose:
 - Used to recount the results for a municipal ballot question.



- Deadline:
 - Within five days after official canvass for that question.
- Who petitions:
 - Any three registered voters of the municipality.
- Required when:
 - Defeated by a margin not exceeding two percent.
- Petition:
 - ARSD 5:02:19:10
- File with:
 - Municipal finance officer.









RECOUNT BOARD



- Appointed by the person in charge of the election.
- One person chosen by each candidate declared elected.
- One person chosen by each candidate who is eligible to request a recount.
- If the board consists of an even number of persons, one additional recount board member shall be appointed who is mutually agreeable to each candidate involved in the recount.
- The person in charge of the election sets the time and place for the recount.













Questions?











Campaign Finance







FINANCIAL INTEREST STATEMENT





- Required for 1st Class Municipality and School >2,000 Average Daily Membership (ADM)
- Filed within 15 days after candidate files nominating petition or nomination is certified, or an elected official takes the oath.







State of South Dakota Statement of Financial Interest Candidate for Public Office

File statement in the office where your nominating petition or convention nomination certification was filed.

I. Name		
2. Address		
3. Office Sought		
4. What is your occupation/profession?		
5. List any enterprise which accounted for more than ten percent of, or contributed more than \$2,000 to, your family's (includes spouse, minor children living at home) gross income in the preceding calendar year. Identify who receives the income from each enterprise.		What is the nature of your immediate family's association with each? The value of the financial interest need not be reported.
List any enterprise in which you, your spouse or minor children living at home control more than ten percent of the capital or stock. Identify who has the ownership interest in each enterprise.		What is the nature of your immediate family's association with each?
State of South Dakota)) SS.	Verification
County of	_) 55.)	verification
I have reviewed paragraphs 1 through Statement of Financial Interest and cer my financial interests for the preceding	tify that the information	egarding Statement of Financial Interest (attached), my n reported is a complete, true and accurate representation of
	(Signed	d)
Sworn to before me this day	of	, 20
(Seal)		
Revised 1997		Officer Administering Oatl













State of South Dakota Statement of Financial Interest Elected Official

File statement within 15 days after taking your oath of office in the office where your nominating petition or convention nomination certification was filed. Please read information on reverse side before completing this form.

I. Name	
2. Address	
Elected Office	
	of your post nomination statement of financial interest, please sign
Date: (Signed)	
there are changes, please complete the following:	
. What is your occupation/profession?	
5. List any enterprise which accounted for more than ten percent of, or contributed more than \$2,000 to, your family's (includes spouse, minor children living at home) gross income in the preceding calendar year. Identify who receives the income from each enterprise.	What is the nature of your immediate family's association with each? The value of the financial interest need not be reported.
List any enterprise in which you, your spouse or minor children living at home control more than ten percent of the capital or stock. Identify who has the ownership interest in each enterprise.	What is the nature of your immediate family's association with each?
State of South Dakota	
County of	Verification
I have reviewed paragraphs 1 through 6 of the Information	Regarding Statement of Financial Interest (attached), my ion reported is a complete, true and accurate representation of
Sworn to before me this day of	d)
Swarn to belote we this day of	., 20,
(Seal)	Officer Administering Oath
Revised 1997	Oπicer Administering Oath My commission expires:





















Campaign Finance Disclosure

SDCL 12-27







WHO IS COVERED?





- Schools with ADM > 2,000.
- Any municipality or school that chooses to be.
- Any other school or municipality has no requirements for campaign finance disclosure.













- Must be filed within:
 - 15 days of petition filing; or
 - 15 days of raising or expending at least \$500;
 - Whichever is earlier.









CONTRIBUTION LIMITS





- Individuals may contribute up to:
 - \$1,000/year to a Candidate
 - \$10,000/year to a PAC or Political Party
 - Unlimited amount to a Ballot Question Committee
 - Immediate Family is exempt
- Committee Treasurer must return excess contributions.









CONTRIBUTIONS FROM ORGANIZATIONS



- May not contribute to candidate campaigns or political party.
- May contribute to a ballot question committee and political action committee.







FINANCIAL DISCLOSURE STATEMENT CONTENTS:

- O Direct Contributions
- In-kind Contributions
- Other Income
- Administrative costs for PAC
- Categorized Expenditures
- Contributions to Political Committee Itemized
- Debts owed by the reporting committee
- Loans owed to the reporting committee













FILING DEADLINES





- Pre-election 5:00 p.m. on the 2nd Friday prior to each election complete through the 15th day prior to that election.
- Year-end statement 5:00 p.m. on February 1.
- \$50 per day penalty for late filing.







ADVERTISING DISCLAIMER





- Printed material or communication made by a political committee or political party.
- "Paid for by (Name of candidate, political committee, or political party)."
- Small impractical items exempt.
 - Buttons, balloons, pins, pens, matchbooks, clothing, etc.







GOVERNMENT PROHIBTIONS

- The state, an agency of the state, and the governing body of a county, municipality, or other political subdivision of the state <u>may not</u> <u>expend.</u>
- No candidate, political committee, or political party may accept any contribution from any state, state agency, political subdivision of the state, foreign government, Indian tribe, federal agency, or the federal government.









ENFORCEMENT





- States attorney county and school elections
- Other political subdivisions should state **specifically** who is responsible for enforcement.









Questions?











Recalls







WHO CAN BE RECALLED?





- SDCL 9-13-29
- In any municipality, with or without a city manager
 - The mayor
 - Any commissioner
 - Any alderman
 - Or any member of the board of trustees



















GROUNDS FOR RECALL

- SDCL 9-13-30
- Misconduct
- Malfeasance
- Nonfeasance
- Crimes in office
- Drunkenness
- Gross incompetency
- Corruption
- Theft
- Oppression
- Gross partiality



PETITION FOR RECALL



- Signed by 15% of the registered voters of the municipality, based upon the total number of registered voters at the last preceding general election.
- Petition shall contain a specific statement of the grounds on which removal is sought.
- Form (ARSD 5:02:08:17)
- No signature is valid if signed more than 60 days prior to the filing of the petitions.











Questions?











Special Elections





SPECIAL MUNICIPAL ELECTIONS



- Initiative
- Referendum
- Recall
- Bond 60% to pass
- Change in form of government











SPECIAL SCHOOL ELECTIONS



- School start date
- School consolidation/reorganization
- Bond 60% to pass
- Tax levy opt out held on or before October 1st
- Discontinue attendance center
- Some Capitol Outlay Certificates











SPECIAL ELECTIONS



• If the petition meets the requirements of Administrative Rules 5:02:08:00 and 5:02:08:00.01 the governing body needs to move forward and set the election date.



- Notices and Publications for Special Elections
 - Notices of Voter Registration Deadline.
 - Publication of facsimile ballot.
 - Notices of Election.
 - Notices of Vacancy (for special municipal elections to fill vacancy).









ADDITIONAL INFORMATION



• One year waiting period after election on form of city government to vote on the question again.

• Tax levy opt out elections require a "NOTICE TO TAXPAYERS" publication.

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(SDCL 10-12-36 and 10-12-43)
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 Municipality required to publish the entire initiated or referred measure once a week for two successive weeks.











Questions?













Election Returns in ST25

Central Election Reporting System

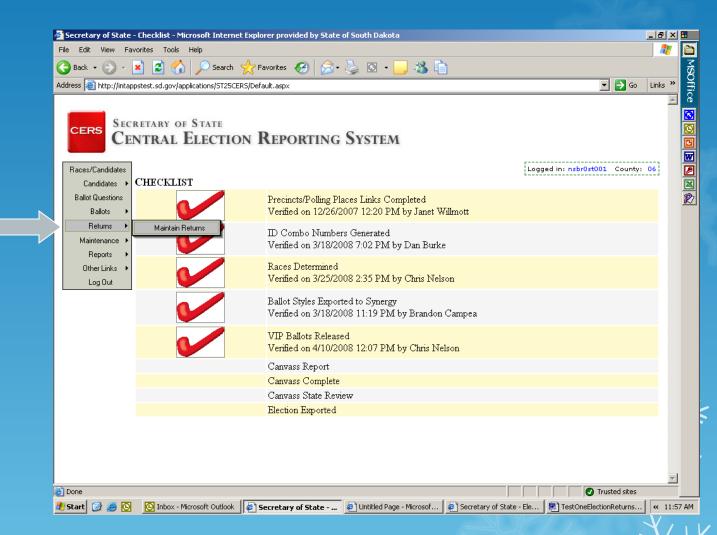






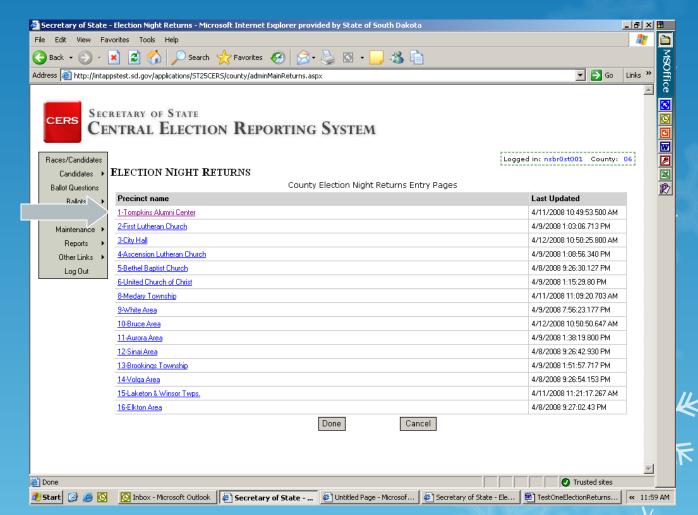


Select Returns, then Maintain Returns





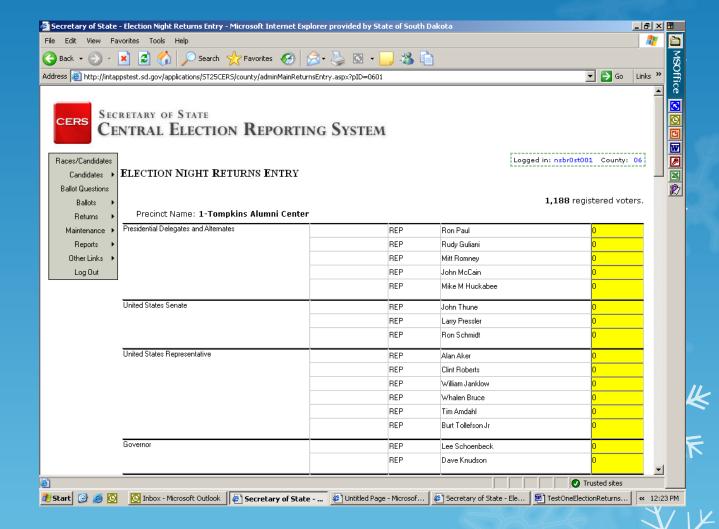
Select the precinct you wish to enter results for







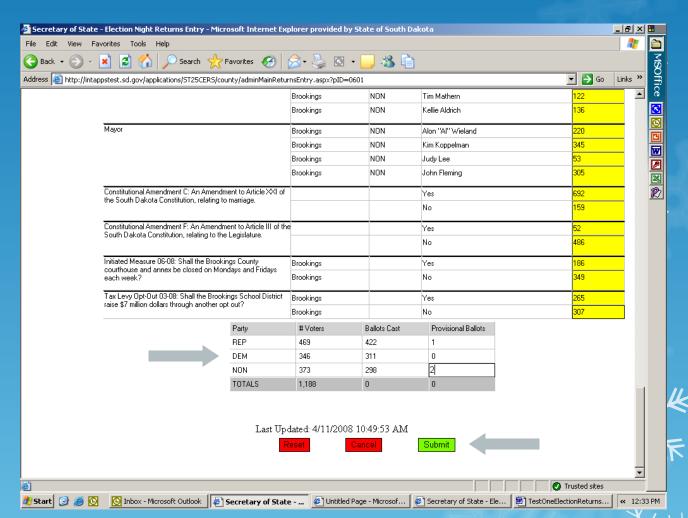
Enter results for each candidate





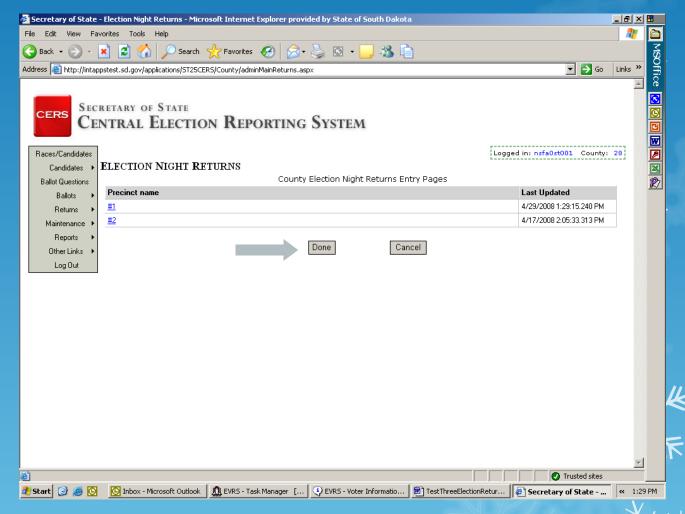
Enter number of ballots and provisional ballots casts – in the General Elections this won't be broken down by Party

Click Submit button – this will save your data and sow this precinct as "Reported"





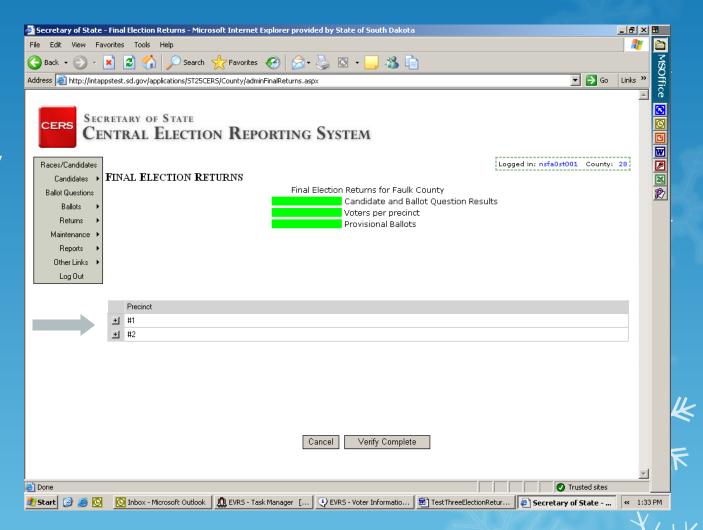
After all precincts have been completed the "Done" button will be enabled. Click the "Done" button to move on





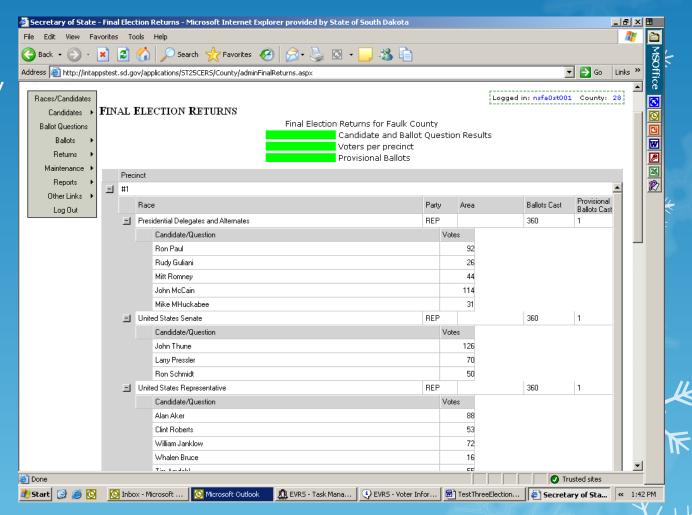


Click on the "+" sign next to a precinct to expand and verify results





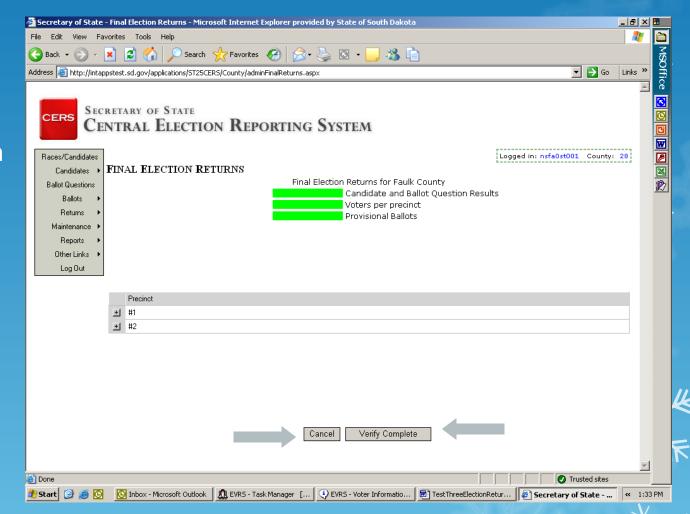
View of expanded precincts to verify results





If any results need to be change hit "Cancel" to return to a precinct and change a number

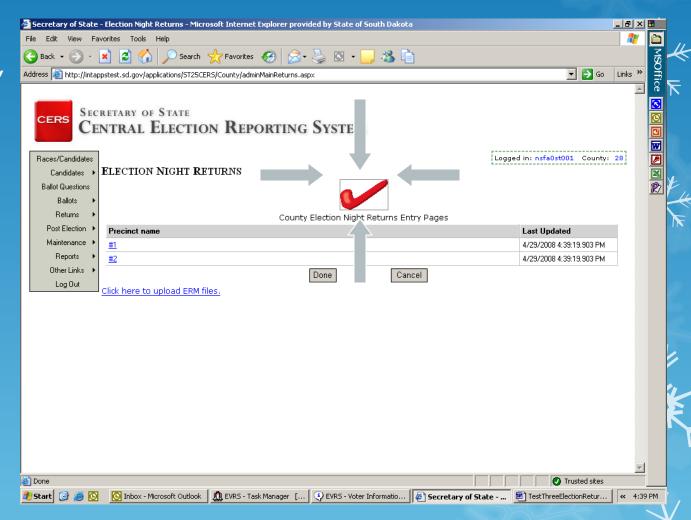
Click "Verify Complete" if all result numbers in all precincts are correct





After clicking
"Verify Complete"
a large red check
mark should
appear and you
election night is
complete.

Do not log out before seeing the red check mark







Questions?















Automated Tabulating Systems







AUTOMATED TABULATING



- Have a backup plan!
- ARSD 5:02:09:01.02
 - Requires testing of the system twice.
 - Notice before each test.
 - Create your own "prior" tally sheet and test deck.











WHEN THE POLLS CLOSE



- Do not open ballot box.
- Complete recap sheet. (ARSD 5:02:09:15)
 - If ballot count from recap does not match voters in the pollbook, justify pollbook and registration list.
- Two precinct board members transport ballot box.









RECAP SHEET: PRECINCT (date and name of election)	Type of ballot:
 Official Ballots Received from Auditor Additional Ballots Received During the Dag Absentee Ballots Received Total Ballots Received (add lines 1, 2 and 	+
5. Ballots Spoiled6. Ballots Unvoted at End of the Day7. Absentee Ballots not Opened8. Total (add lines 5, 6 and 7)	+ + (Line 8 Total)
9. Ballots Voted (Line 4 minus Line 8)	(Line 9 Total)
10. Provisional Ballots Voted	
11. Ballots To Be Counted (Line 9 minus Lin	e 10)
12. Enter Number of Voters from Pollbook for	r this Type of Ballot
If Line 9 and Line 12 are not the same, compregistration list and correct any mistakes.	are the voters in the pollbook and the
Signed:	
Precinct Officials	
PLACE INSIDE BALLOT BOX OR TI	RANSFER CASE WITH VOTED BALLOTS
Discrepancies noted by resolution board: (fill in only if there is a different total than abo	ove)
Signed	
Resolution Board	
Printer's note: In control count enticel coop	overingte lines 10 and 11 may be

Printer's note: In central count optical scan precincts, lines 10 and 11 may be completed by tabulation center employees. The printed form may be changed to reflect this option.













TABULATION CENTER





- Procedures can be found in SDCL 12-17B-10 through 12-17B-13 and in ARSD 5:02:09:04.04.
- Counter set to SORT OUT blank ballots.
- Counter set to NOT SORT overvoted ballots.









<u>BALLOTS</u>

• Ballot count:

- Compare number of ballots from machine count with number of ballots on recap sheet.
- If discrepancy, note on recap sheet, signed by tabulation technician and notify resolution board.
- If there are five or more ballots than names in the pollbook, the resolution board shall examine each ballot for the official ballot stamp.
- Unstamped ballots are removed and marked "unstamped not counted".
- If the total number of ballots still exceeds the number of names in the pollbook, ballots equal to the excess number shall be randomly pulled and not counted.
- Retabulate the ballots.











RESOLUTION BOARD



• For Primary and General election – one Republican and one Democrat.



• For other elections – two persons who are not employees of your jurisdiction.

• Duties:

- Any ballot which cannot be counted by the machine shall be examined by the Board – this would include "blank" ballots which are out sorted.
- If any of these ballots are actual blank ballots, reset the machine to accept the blank ballots and run them through.
- If the board cannot agree on the voter's intent, the ballot is rejected and so marked.







RESOLUTION BOARD





O Duties:

- If the Board agrees on the voter's intent, a duplicate ballot shall be made by the Board.
- Duplicate shall be marked "Duplicate" and "Official Resolution Ballot".
- Identical serial numbers shall be place on the duplicate and on the original.
- Duplicate shall be counted by the tabulating equipment.







VOTER INTENT



• "A mark that touches the oval on an optical scan ballot shall be counted as a vote; any mark that does not touch the oval and is not in the oval may not be counted as a vote."

(ARSD 5:02:09:22)

- After the vote count:
 - Place ballots in boxes and reseal.
 - Remove program boards and store sealed.
- Recounts are conducted according to ARSD 5:02:09:05.









Questions?





